

**APPROVED 6/5/2003**

State of Texas  
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

838 - TEXAS HEALTH STEPS AND MEDICAL TRANSPORTATION DIVISION-TEXAS HEALTH STEPS											
	2390	TX TOTS PROJECT FILES	AV		AV	O		P			
	5045	EPSDT POLICY AND PROGRAM DEVELOPMENT CLIENT HISTORY FILES	AV+FE+5		AV+FE+5	C		P			
	5046	EPSDT POLICY AND PROGRAM DEVELOPMENT CLIENT HISTORY REPORTS	FE+5		FE+5	C		M		COM. MP SYSTEM	
1.1	2393	DENTAL RECRUITMENT AND RETENTION WORK GROUP PROJECT FILES	AV		AV	O		P			
1.1	2394	DENTAL HEALTH EDUCATIONAL CURRICULUM DEVELOPMENT FILES	AV		AV	O		P	X		
1.1	2752	CERTIFIED MEDICAID CLIENTS	AC		AC	O		E		ELECTRONIC FILES RECEIVED WEEKLY FROM DHS; AC=SUPPLIED TO OUTREACH AND CONTRACTOR	
1.1	3639	AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6	C		P		AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)	
1.1	3646	RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6		AC+6	C		P		45 CFR 164.530 (j)(1)-(2); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE. AC=DATE OF DISCLOSURE	
1.1	4378	OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6		6	C		P		45 CFR 164.530 (j)(1)-(2)	
1.1	4379	ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC		AC	C		P		RETAINED BY DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=7 YRS AFTER LAST DATE OF SERVICE, OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER	
1.1	4382	ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6		AC+6	O		P		45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION	
1.1	4383	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1		AC+1	C		P		AC=DATE RECORD AMENDED OR REQUEST FILLED.	

RETENTION CODES (Field 7)

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Will Be Met  
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AV - As Long As Administratively  
Valuable  
CE - Calendar Year End  
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MO - Months  
PM - Permanent  
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper  
M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
R - Review by State  
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SECURITY CODES (Field 8)

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VITAL CODES (Field 11)

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1.1	5231	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED	AC+6	AC+6	C		P		45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1.006	5228	COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6	AC+6	O		P		45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	2396	CORRESPONDENCE, ADMINISTRATIVE	3	3	O	R	P	X	
1.1.008	2397	CORRESPONDENCE, GENERAL	1	1	O		O		PAPER, ELECTRONIC
1.1.010	2398	DIRECTIVES	US+1	US+1	O		P		
1.1.020	2401	OPEN RECORDS REQUESTS - APPROVED	AC+1	AC+1	O		P		AC=REQUEST FULFILLED
1.1.021	2402	OPEN RECORDS REQUESTS - DENIED	AC+2	AC+2	O		P		AC=DATE OF DENIAL OF REQUEST
1.1.023	2403	ORGANIZATION CHARTS	US	US	O	A	P		
1.1.024	2404	PLANNING RECORDS	AC+3	AC+3	O	R	P		
1.1.025	2405	POLICIES & PROCEDURES - INTERNAL PUBLICATIONS WHICH OUTLINE THE ORGANIZATION'S POLICIES & PROCEDURES	US+3	US+3	O	R	P	X	
1.1.027	2406	PROPOSED LEGISLATION - DRAFTS OR PROPOSED LEGISLATIVE BILLS & RELATED CORRESPONDENCE	AV	AV	O		P		
1.1.038	2408	SITE VISIT REPORTS	AV	AV	O	R	P		
1.1.040	2409	SPEECHES	2	2	O	R	P		
1.1.043	2410	TRAINING MATERIALS	US+1	US+1	O		P		
1.1.048	2412	DENTAL STUDIES LITIGATION FILES	AC+1	AC+1	O	R	P		
1.1.048	4152	LITIGATION FILES	AC+1	AC+1	O	R	P		

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1.1.057	2392	TRANSITORY INFORMATION	AC	AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED
1.1.058	2399	MEETING AGENDA - STATE BOARD, COMMITTEES, & COMMISSIONS	PM	PM	O	A	P		
1.1.063	2400	MEETING MINUTES/NOTES	1	1	O		P		
1.1.064	2753	PERFORMANCE MEASURES DOCUMENTATION	FE+3	FE+3	O		P	X	
1.1.069	4168	REPORTS - ACTIVITY	1	1	C		M		
1.3.002	2407	PUBLICATION FILES	US	US	O	R	P		
3.1.021	2417	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5	AC+5	O		P	X	
3.1.023	2419	POSITION/JOB DESCRIPTIONS	US+4	US+4	O		O	X	
3.3.023	2411	TRAVEL AUTHORIZATION REQUESTS	FE+3	FE+3	O		P		
3.3.023	2430	EDUCATION ASSISTANCE, REQUESTS FOR	FE+3	FE+3	O		P		
3.3.026	2429	EMPLOYEE LISTINGS	US+3	US+3	O		O		PAPER, ELECTRONIC
3.4.004	2432	OVERTIME AUTHORIZATION	2	2	O		P		
3.4.007	2434	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+1	2 FE+3	O		O		PAPER, ELECTRONIC
4.1.004	2435	ENCUMBRANCE DETAIL	FE+3	FE+3	O		P		
4.5	2436	BUDGET FILES	FE+3	FE+3	O		P		
4.5.002	2438	CCP FILES	FE+3	FE+3	O		P		
5.1.003	3266	RETURNED MAIL RECEIPTS	2	2	O		P		
5.1.004	2395	ADDRESS AND TELEPHONE LISTINGS	US	US	O		P		
5.1.004	4108	MAILING LISTS	US	US	O		P		

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5.1.007	4109	REQUISITION FOR IN-AGENCY COPY/PRINTING SERVICE	AV	AV	O	P
5.1.015	4110	CORRESPONDENCE TRACKING RECORDS	1	1	O	P
5.2.016	4111	PROPERTY TRANSFER FORMS	AC	AC	O	P
5.2.017	4112	LOST AND STOLEN PROPERTY REPORTS	FE+3	FE+3	O	P
5.5.002	4113	LONG DISTANCE TELEPHONE LOG	AV	AV	O	P

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